

Appointment Type: Non-Permanent
Working Time: Full Time
Reference Code: 20543i
Opening Date: 02/25/2010
Closing Date: 03/03/2010

3104 631B CIS2 Panel Shop MCC CI NB20543

\$3,420 - \$4,485(Range 50) with Great Benefits!

Agency Information

The Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a Non-Permanent Production Supervisor (CIS2) located at Monroe Correctional Complex in Monroe, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,500 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

This position will supervise the day-to-day operations of Correctional Industries (CI) office systems panel upholstery and manufacturing production unit. Train and direct offender workers in all methods, techniques, processes and equipment required to produce quality products in accordance with specifications and production requirements. Implement established production schedule to ensure quality of products. May provide input for the development of annual operating budget. Recommend design/engineering improvements to products/production processes to enhance operations. Operate/maintain all machinery required to meet production needs and train offender workers in the operation/maintenance of equipment. Develop and implement preventive maintenance program for all tools and equipment, keeping accurate inventories and maintenance logs.

Operate safety and accident prevention program in accordance with OSHA regulations and DOC policy. Develop and implement tool control program and procedures that will meet DOC policy and ensures safety in the workplace and the Institution. Control use of tools, chemicals, and all other state materials. Maintain security, discipline and order over assigned offender workers in accordance with DOC policy and CI directives to ensure safety in the workplace and in the Institution.

Prepare offender worker personnel actions and compensations in accordance with DOC policy and CI directives. Prepare payroll, interview/hire offender workers. Evaluate offender worker performance. Participate in product management and development teams as assigned.

Qualifications

REQUIRED QUALIFICATIONS:

- High school graduation or equivalent.
- Three (3) years progressively more responsible experience in furniture production or closely related manufacturing field or business with at least one (1) year at the supervisory level.
- Regular and predictable work attendance.
- Must be able to lift a minimum of forty (40) pounds.

PREFERRED/DESIRED QUALIFICATIONS:

- AA degree in Business Management from Colleges or Universities whose accreditations are recognized by the U.S. Dept of Education (USDE) or the Council for Higher Education Accreditation (CHEA).
- Certification from the American Society of Quality as a Quality Improvement Associate or Six Sigma Green Belt or any other ASQ Certification.
- Documentation of the completion of Lean Manufacturing training.
- Documented knowledge of Manufacturing Resource Planning (MRP) software.
- Documented knowledge of Microsoft Word, Access, and Excel.
- Documented experience in teaching and training such as a valid vocational teaching credential from colleges and universities whose accreditations are recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT:

- Must pass Criminal Justice Records background check.
- Must pass pre-employment drug test.
- Must join union within 30 days of employment.
- Must successfully complete CORE training for interaction with offenders.

Special Notes

By submitting a completed application package to this announcement you are acknowledging that all answers, statements and any other materials you have submitted to apply for this job are true and complete to the best of your knowledge. You understand that the State may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard; however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov website.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Many positions in this classification are included in a Union Shop that requires employees to become members within thirty days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees: Safety, Treat Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information on these Core Competencies, please email nmriviera@DOC1.WA.GOV.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Nicole Rivera at nmriviera@DOC1.WA.GOV or (360) 725-9177.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020543* and click on Start Search.
5. Click on the link CIS2 Panel Shop, Monroe, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.